

MEMORANDUM OF UNDERSTANDING - LIBRARY

UGS
JUN 2 1994

BETWEEN:

The Division of OGSM, hereinafter referred to as the DIVISION, and the Utah Geological Survey, hereinafter referred to as the UGS.

RELATIVE TO:

Operation by the UGS of a DNR Library in behalf of the DIVISION and other divisions of the Department of Natural Resources (DNR).

SERVICES TO BE PROVIDED BY THE UGS

The UGS agrees to manage, maintain full operation of, and provide staffing for a DNR library at the DNR building complex. This library will be provided as a service to all DNR divisions to allow broader accessibility and expanded use of reference materials. The UGS welcomes input from all affected DNR divisions toward the management of this library. As part of the operation of this library the UGS will:

- Maintain a collection of reference materials and maps for all divisions of the DNR as a professionally run research library.
- Staff the library with a full-time librarian who will provide assistance to staff and the public, and assist with literature searches, inter-library loans, and the use of library materials.
- Make the Library available for use by the public as well as DNR and state employees for reference purposes. The Library will be open from 8:00 a.m. to 5:00 p.m. on normal work days (Monday through Friday except holidays).
- Maintain an efficient check-out and retrieval system for library materials. Check-out privileges will be restricted to DNR and pre-authorized state employees only.
- Provide a public-access computer for library users to access databases and other library information in digital form.
- Provide a photocopier in the library, and manage the collection of photocopy fees. Fees will be retained by UGS to offset costs of providing the photocopier, paper and supplies, and maintenance and repair of the machine.

LIBRARY MATERIALS

The initial publications and materials to be placed in the library will be cataloged by the DIVISION consistent with the Dewey Decimal Classification system, and entered into a cataloging database to be provided by the UGS. Cataloging should be completed before the move into the new building. Initial items which have not been cataloged will not be accepted into the library until they have been cataloged.

The DIVISION will be responsible for providing shelving/furniture for its initial contribution of publications and materials to the library. For decor uniformity the DIVISION will coordinate purchases of new shelving/furniture for the library with the librarian.

Subsequent materials and publications which the DIVISION wishes to be available for use in the library will be purchased and paid for by the DIVISION. These may be sent directly to the library or received by the DIVISION and subsequently contributed to the library. The DIVISION will coordinate these contributions with the librarian to avoid logistical, storage space, display, cataloging, and other problems.

RESPONSIBILITIES OF THE DIVISION

The DIVISION will provide, on an alternating basis, back-up personnel to staff the library when the Librarian is at lunch or on sick or annual leave.

To coordinate activities between the DIVISION and the Library, the DIVISION will provide the name of a contact person(s). This person(s) will be available to call upon for assistance with questions concerning any DIVISION-specific materials, or for help in using databases on the public-access computer which have been produced or provided by the DIVISION.

To properly control check-out privileges the DIVISION will provide to the Librarian a list of employees, and update this list as new employees are hired.

When an employee terminates state service, the DIVISION will contact the librarian to determine if any library materials are outstanding. The librarian will compile and forward a list of any outstanding materials to the DIVISION. The DIVISION will be responsible for collecting and returning such materials to the library.

CHECK-OUT POLICY

Lending and renewal procedures will consist of a one month check-out time, with two renewals possible. Thus, the total check-out time available will be three months.

Three notices for overdue materials will be issued, in one-week intervals. Failure to respond to the third notice within a week constitutes loss of library privileges. Revoked privileges may be re-instated through return of overdue materials and appeal by the DIVISION.

Damage or replacement cost for damaged or lost items will be charged to the DIVISION or program of the individual responsible for a checked-out item. The library will notify DIVISIONS prior to submitting charges.

Topographic maps will be available for check out for one week. Maps needed beyond one week, for field use, or those that will be folded or marked should be purchased through the DNR Bookstore.

CONFIDENTIAL DATA

The confidential reading room and vault in the library are used exclusively for storing and viewing confidential materials designated as confidential by the U.S. Bureau of Land Management (BLM). Under agreement with the BLM, the Utah Geological Survey acts as an "office of secondary control" and may not permit any persons other than those officially designated, to view the information stored in these rooms.

Agreed to this June 25th, 1996
(date)

Division of Oil & Gas Mining
(Division)
By [Signature]
Director

[Signature]
Utah Geological Survey